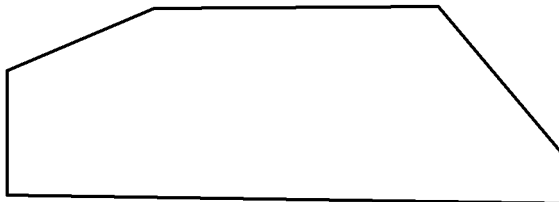10 February 1954

All Branch Chiefs

Chief, Records Services Division
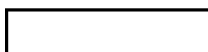
Glossary of CIA Terms

1. Recently there was circulated for comments, a proposed Glossary of CIA Terms. Your comments suggested that the glossary be expanded to include administrative as well as operational terms. There is attached a proposed list of terms commonly used in records management which you are requested to review and to consider possible additions or deletions. When we have decided upon the terms to be included, the necessary definitions can then be developed.

2. While I think we are in general agreement that the glossary should be expanded to include administrative terms, it should be limited to those commonly used. Please keep this in mind when suggesting additions.

STAT

Attachment

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12 February 1954

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Recommend inclusion of the following terms:

✓ Form Letter
  Pattern Correspondence
  Correspondence Flyer
  Correspondex
  Chain Envelope
  "Buck" Slip
✓ Penalty Indicia (Franked)
✓ Reports Management
  Report Directive
  Feeder Report

STAT

GLOSSARY OF TERMS

Active Records

Area Records Officer

Case Files

Correspondence Management

Current Records

File Series

Forms Management

Inactive Records

Noncurrent Records

Nonrecord

Official File Stations

Project Files

Records

Records Center

Records Control Schedule

Records Disposition

Records Series

Records Systems
RE
Subject Files